



**College of  
Menominee  
Nation**  
KESHENA • GREEN BAY

# INDEPENDENT STUDY COURSE REQUEST

The purpose of Independent Study is to allow the student to explore a topic of scholarly interest which is not available through traditional CMN coursework. Eligibility for independent study requires that a

student be in good standing and possess a **minimum GPA of 3.00 and have sophomore status (earned at least 36 credits)**. Students may not seek more than 6 credits of Independent Study to satisfy any degree requirements nor can these credits substitute for a General Education or Program Emphasis requirement. Course does not qualify for financial aid.

Date  Student ID

Student Name

Course Number & Title  Credits

Instructor

Established meeting times

Method of contact  Course completion date

**Reason for Independent Study:**

**A course syllabus must be attached.**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Instructor Signature Date

***For Chief Academic Officer to complete***

Approved  Not Approved

Comment:

\_\_\_\_\_  
Chief Academic Officer Signature Date

*For office use only*

\_\_\_\_\_  
Date received and initials  
Original/Student academic file

\_\_\_\_\_  
Date processed and initials  
Scanned copies to student, instructor, CAO, and SAS

## **Independent Study Course Procedure**

1. The student will complete the Independent Study Course form with the assistance of a Student Achievement Specialist (SAS).
2. All registration deadlines must be followed.
3. The student will meet with the instructor to discuss the syllabus and deadlines.
4. The instructor will sign and submit to the Chief Academic Officer for approval.
5. Upon approval, the Chief Academic Officer will submit to the Registrar for processing.
6. The Registrar will date and initial submission.
7. The Registrar will create a course number and section in Empower and register the student.
8. The Registrar will scan the document and send via email to the student, instructor, and Chief Academic Officer for official notification; or  
If the request is denied, the Chief Academic Officer will notify the student, SAS, Registrar, and instructor via email.
9. The Registrar will date and initial form to indicate the independent study request was processed.
10. All original forms will be kept in the student's academic file in File Director.